

**DUNCANVILLE POLICE DEPARTMENT**

**DIRECTIVE FROM THE CHIEF OF POLICE**

SUBJECT: Annual Driver's License and Computerized Criminal History Checks of Employees	Directive: 2014-1
EFFECTIVE DATE: December 18, 2014	ISSUED:
AMENDS/SUPERSEDES: ISSUED:	Robert D. Brown, Jr. Chief of Police

I. PURPOSE

It is the policy of the Duncanville Police Department to adhere to all federal, state, and local regulations that affect the employment of personnel and the general operations of our agency. The Department will not employ any officer convicted of domestic violence before or during employment with the City of Duncanville unless the person can provide documentation showing exemption to the federal law.

II. DIRECTIVE

On an annual basis, the Executive Secretary will complete a Criminal History Check of each sworn member of the Department. The purpose of the inquiry will be to ensure that no one within the sworn ranks has a conviction for domestic violence. If the existence of a conviction is discovered, the Chief of Police will be notified and an internal affairs investigation will be initiated as directed by the Chief.

On an annual basis, the Executive Secretary will also complete a driver's license check of all Police Department employees. The purpose of the inquiry will be to ensure that no one within the Department has an expired, suspended or revoked driver's license. If a questionable driver's license status is discovered, the Chief of Police will be notified and an internal affairs investigation may be initiated as directed by the Chief.